

CONFIDENTIAL

RMS

Chief, Management Staff

17 June 1957

Chief, Records Management Staff

Weekly Report - Week Ending 12 June 1957

1. Contributions

a. Tangible

- (1) Completed 26 new and revised forms; eliminated 5 forms. Among the new forms completed were 11 for FRID, which were needed quickly in conjunction with the Daily Report Program.
- (2) The Records Center received 32 cubic feet of inactive records and destroyed 960 cubic feet. This included the destruction of over 900 feet accumulated for several months.
- (3) Received 4 requisitions for filing equipment and revised one to provide for 5 drawer instead of 4 drawer, thereby increasing capacity by 25%.

b. Intangible

None

2. Assignments - (Active)

- a. Records Disposition Survey, OCR - AD/CR has approved and signed the schedule. Survey will be coordinated with O&M/DDI Area.
- b. Review of Filing System, Suggestion Awards Staff.
- c. Review of Records Control Schedule, DDP.
- d. Seventeen new and revised forms in process.
- e. Use of Shelf Filing, Industrial Register. ✓
- f. Use of Shelf Filing - Biographic Register ✓
- g. Use of Shelf Filing - Office of Security ✓

3. Assignments (Inactive)

- a. Records Disposition Survey, Commercial Staff - awaiting comments from office.
- b. Installation of Filing System, OSI.
- c. Review of Vital Personnel Records.
- d. Review of Records Control Schedule, Office of Personnel.

4. News

- a. "Operations Alert 1957" will be conducted on a reduced scale in comparison to the 1956 Alert. There will be no government-wide participation.
- b. The Office of Personnel has advised us of their selection of a new Records Area Officer,

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MGT/R/RMS

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